

CERTIFIED PERSONNEL EVALUATION PLAN

Table of Contents

Certified Personnel Evaluation Plan Checklist	ii
Mason County Board of Education Minutes	iv
Assurances	vii
KRS 557	viii
704 KAR 3:345	xi
Plan Narrative	1
Selecting plan Members	2
Code of Ethics	3
Appeals Process	9
Timelines and Procedures	13
Evaluation Responsibilities	14
Timeline	15
Professional Growth – Teachers	16
Professional Growth – Administrators	18
Professional Growth Plan	19
Corrective Action Plan	22
Superintendent Evaluation	27
Data Collection Summary	28
Superintendent Standards and Indicators	28
Superintendent Summative Conferencing Form	35
Superintendent Summative Evaluation Form	42
Administrator Evaluation	43
Administrator Pre-Evaluation Form	44
Administrator Data Collection Summary	45
Administrator Supportive Data Sheet	52
Administrator Summative Conferencing Form	55
Administrator Summative Evaluation Form	58
Teacher/Certified Employee Evaluation	59
Teacher Pre-Evaluation Form	60
Teacher Data Collection Summary	61
Teacher Supportive Data Sheet	62
Teacher Summative Evaluation Form	82

District: Mason County Evaluation Contact Person: Kelly Middleton Date of Review: May 18, 2009

Certified Personnel Evaluation Plan Checklist
Indicators taken from KRS 156.557 and 704 KAR 3:345

KRS 156.557 Section	704 KAR 3:345 Section	Page Number in District Plan where Evidenced	
			A. Plan developed by evaluation committee:
(3) (c) 1	4 (1)	2, 5	1. Equal number of teachers and administrators
	3	5	2. Approved by local board of education
			B. Plan provides for:
	6	5	1. Designated contact person
	6(2)a	8	2. District trains primary evaluators in the local evaluation process
	5 (2)	5, 16	3. Explanation to and discussion with all certified personnel "no later than the end of the first month a. of reporting for employment for each school year"
	5 (3)	29-34,46-51,61,63,65,67,69,71,73,75,77,79,80	4. Performance standards with indicators for major job categories
(3) (b)	4 (2)	16, 17	5. Formative and summative processes
(3) (c) 2	4 (2) (a)	8	6. Immediate supervisor designated primary evaluator
(3) (c) 2	4 (2) (a)	6, 7	7. Third party observer process
(3) (c) 3	4 (2) (b)	4, 8	8. Observations conducted openly
	4 (2) (c)	6, 7, 8	9. Alignment of growth plans with school/district improvement plans
	4 (2) (c)	8	10. Annual review of growth plans
	4 (2) (d)	18, 28, 36-41	11. Provisions for Superintendent's professional growth pursuant to KRS 156.111
	4 (2) (e)	6, 7	12. Conference within one week of observation
	4 (2) (e)	6, 7	13. Summative conference includes all evaluation data
	4 (2) (f)	5, 16	14. Annual evaluations with multiple observations for non-tenured certified personnel
	4 (2) (g)	6, 16	15. Multiple observations for tenured teachers when observation is unsatisfactory
	4 (2) (h)	7	16. Summative evaluations for tenured teachers minimum of once every three years
	4 (2) (i)	18	17. Summative evaluations for administrators annually
	4 (2) (j)	8	18. Evaluations (except Supt.) on approved forms to become part of official personnel file
	4 (2) (l)	8	19. Opportunity for written response/become part of official file
	4 (2)(m)	6, 7	20. Copy of evaluation provided to evaluatee
(3) (c) 5		22-26	21. Corrective action process

KRS 156.55 7 section	704 KAR 3:345 section	Page Number in District Plan where Evidenced*		C. Teacher and Administrator Evaluation forms include:
		Teacher Forms	Administrator Forms	
	5 (1)			1. Specific descriptors or indicators that can be measured or observed and recorded
(2)				2. List of performance criteria for teachers and administrators:
(a)		80	48	<ul style="list-style-type: none"> Performance of responsibilities related to assignment, including, attendance and punctuality and evaluating results
(b)		63	48	<ul style="list-style-type: none"> Demonstration of effective planning of curricula, classroom instruction, and classroom management, based on research..., or school management skills based on validated managerial practices
(c)		61	48	<ul style="list-style-type: none"> Demonstration of knowledge and understanding of subject matter content, or administrative functions and effective leadership techniques
(d)		65	49	<ul style="list-style-type: none"> Promotion and incorporation of instructional strategies or management techniques that are fair and respect diversity and individual differences
(e)		75	49	<ul style="list-style-type: none"> Demonstration of effective interpersonal, communication, and collaboration skills among peers, students, parents, and others
(f)		80	51	<ul style="list-style-type: none"> Performance of duties consistent with school, community goals and administrative regulations
(g)		67, 71	48	<ul style="list-style-type: none"> Demonstration of use of resources, including technology
(h)		77	47	<ul style="list-style-type: none"> Demonstration of professional growth
(i)		80	50	<ul style="list-style-type: none"> Adherence to the professional code of ethics
(j)		61,63,65,67, 69,71,73,75, 77,79,80	46,47,48,49, 50,51	<ul style="list-style-type: none"> Attainment of other established EPSB standards not included in above
(6)				D. Appeals process that includes:
	7 (1)	9	9	1. Right to a hearing
	7 (2)	9	9	2. Opportunity to review all documentation submitted by both parties reasonably in advance
	7 (3)	9	9	3. Right to presence of chosen representative
	9	9, 11	9	4. Opportunity to appeal to Kentucky Board of Education

***Section C** must also be completed for any evaluation forms used in addition to teacher forms or administrator forms. For example, if a specific form has been developed for use when evaluating media specialists, you must indicate the page number of the media specialist's evaluation form on which required components are evidenced.

Mason County Board of Education

May 18, 2009 Meeting Minutes

Ann S. Porter called the meeting to order.

Student Spotlight- STAR events state winners from MCMS and MCHS were recognized.

Hearing of Citizens and Groups – NONE

#17194

Consent Agenda Approved

Mrs. Porter asked which items in the Consent Agenda Board members wished to have moved to the business portion of the agenda. There were no items to be moved. Motion to approve the Consent Agenda items was made by Mrs. Hord and seconded by Mr. Wallingford.

Motion was approved.....VOTE: YES 5 NO 0

A list of Consent Agenda items follows:

17194-1 Approval of Minutes: April 13, 2009 Special Board Meeting

17194-2 Financial Report for the month of April 2009

17194-3 Payment of Current Bills

17194-4 SBDM Council Meeting Minutes

17194-5 Professional Development/Field Trip Activities

- MCMS FCCLA – National Conference – Nashville, TN – July 12-16
- Apple Developers Conference – San Francisco – June 7-12

17194-6 Personnel Matters-Information/Action

- ✓ 2009-10 Salary Schedules and Pay Periods
- ✓ Staffing Update
- ✓ District Secondary Transition Specialist(Creation) – IDEA
- ✓ District Developmental Counseling and Transition Coordinator

17194-7 Administrative Follow-up

- ✓ Early Dismissal/(PLC)
- ✓ Volunteer Hours
- ✓ Legislative Update
- ✓ Budget Update – 2008-09/ Tentative Budget 2009-10

17194-8 Attendance Report/Summary Update

- ✓ Entry/Withdrawal
- ✓ District Attendance Report
- ✓ Certified/Classified Attendance Report

17194-9 Transportation Report

Update on transportation for the 2008-09 school year.

- ✓ Field Trip Reimbursement
- ✓ Transportation Advisory Committee
- ✓ Mason County Fuel Stats

17194-10 Approve Offer of Assistance

Offer of Assistance from the SFCC in the amount of \$25,025.00 for KETS.

17194-11 Food Service Report

Monthly information provided to the Board including school expenses and revenue reports.

- ✓ Year-to-Date Participation Report
- ✓ Breakfast/Lunch Prices
- ✓ Charges Report – District/Schools

#17195

Approval of Revised Evaluation Manual

Motion was made by Mrs. Hord and seconded by Mr. Carpenter to accept the changes made to the Certified Evaluation Manual.

Motion was approved.....VOTE: YES 5 NO 0

#17196

District Facilities

Motion was made by Mrs. West and seconded by Mrs. Hord to make the final payment to Central Supply Company in the amount of \$10,550.00 and State Electric Company in the amount of \$58,462.00.

Motion was approved.....VOTE: YES 5 NO 0

#17197

Executive Session

Motion was made by Mrs. West and seconded by Mrs. Hord to withdrawal from the regular session and enter into Executive Session to discuss personnel matters per K.R.S. 61.810.

Motion was approved.....VOTE: YES 5 NO 0

Motion was made by Mrs. Hord and seconded by Mrs. West to come out of executive session and return to regular session.

Motion was approved.....VOTE: YES 5 NO 0

For Your Information – Items of interest from our schools/district for your consideration.
(Calendars, Newsletters, etc.)

June Board Meeting Date Announced

The regular meeting date for June meeting will be Monday, June 8, 2009. This meeting will be held in the Mason County Board of Education Board Room. Other dates to be remembered were as follows: Classified Banquet – May 19th at 6:00 p.m., Baccalaureat (MCHS Auditorium) – May 26, 2009 – 5:30 p.m., Senior Reception (MCHS Auditorium) – May 26, 2009, 6:30 p.m., Graduation (MCHS Fieldhouse) – May 29, 2009, 8:00 p.m.

#17198

Adjournment

Motion was made by Mr. Wallingford and seconded by Mrs. Hord to adjourn the meeting.

Motion was approved.....Vote: YES 5 NO 0

The Chairman declared the meeting adjourned.

Ann S. Porter
CHAIRMAN

Tim G. Moore
SECRETARY

ASSURANCES

CERTIFIED SCHOOL PERSONNEL EVALUATION PLAN

The Mason County School District hereby assures the Commissioner of Education that:

This evaluation plan was developed by an evaluation committee composed of an equal number of teachers and administrators.

The evaluation process and criteria for evaluation will be explained to and discussed with all certified personnel annually within one month of reporting for employment. This shall occur prior to the implementation of the plan. The evaluation of each certified staff member will be conducted or supervised by the immediate supervisor of the employee.

All certified employees shall develop an Individual Professional Growth Plan (IGP) that shall be aligned with the school/district improvement plan and comply with the requirements of 704 KAR 3:345. The IGP will be reviewed annually.

All administrators, to include the superintendent and non-tenured teachers will be evaluated annually.

All tenured teachers will be evaluated a minimum of once every three years.

Each evaluator will be trained and approved in the use of appropriate evaluation techniques and the use of local instruments and procedures.

Each person evaluated will have both formative and summative evaluations with the evaluator regarding his/her performance.

Each evaluatee shall be given a copy of his/her summative evaluation and the summative evaluation shall be filed with the official personnel records.

The local evaluation plan provides for the right to a hearing as to every appeal, an opportunity to review all documents presented to the evaluation appeals panel, and a right to presence of evaluatee's chosen representative.

The evaluation plan process will not discriminate on the basis of race, national origin, religion, marital status, sex, or disability.

This evaluation plan will be reviewed as needed and any substantive revisions will be submitted to the Department of Education for approval.

The local board of education approved the evaluation plan as recorded in the minutes of the meeting held on May 18, 2009.

Tim G. Moore
Signature of District Superintendent

May 18, 2009
Date

Ann Porter
Signature of Chairperson, Board of Education

May 18, 2009
Date

156.557 Standards for improving performance of certified school personnel -- Criteria for evaluation -- Content of programs -- Administrative regulations -- Waiver for alternative plan -- Appeals -- Exemptions -- Review of evaluation systems -- Assistance to improve evaluation systems.

(1) The Kentucky Board of Education shall establish statewide standards for evaluation and support for improving the performance of all certified school personnel.

(2) The performance criteria on which teachers and administrators shall be evaluated shall include, but not be limited to:

(a) Performance of professional responsibilities related to his or her assignment, including attendance and punctuality and evaluating results;

(b) Demonstration of effective planning of curricula, classroom instruction, and classroom management, based on research-based instructional practices, or school management skills based on validated managerial practices;

(c) Demonstration of knowledge and understanding of subject matter content or administrative functions and effective leadership techniques;

(d) Promotion and incorporation of instructional strategies or management techniques that are fair and respect diversity and individual differences;

(e) Demonstration of effective interpersonal, communication, and collaboration skills among peers, students, parents, and others;

(f) Performance of duties consistent with the goals for Kentucky students and mission of the school, the local community, laws, and administrative regulations;

(g) Demonstration of the effective use of resources, including technology;

(h) Demonstration of professional growth;

(i) Adherence to the professional code of ethics; and

(j) Attainment of the teacher standards or the administrator standards as established by the Education Professional Standards Board that are not referenced in paragraphs (a) to (i) of this subsection.

(3) The certified employee evaluation programs shall contain the following provisions:

(a) Each certified school employee, including the superintendent, shall be evaluated by a system developed by the local school district and approved by the Kentucky Department of Education.

(b) The local evaluation system shall include formative evaluation and summative evaluation.

1. "Formative evaluation" means a continuous cycle of collecting evaluation information and interacting and providing feedback with suggestions regarding the certified employee's professional growth and performance.

2. "Summative evaluation" means the summary of, and conclusions from, the evaluation data, including formative evaluation data, that:

a. Occur at the end of an evaluation cycle; and

b. Include a conference between the evaluator and the evaluated certified employee, and a written evaluation report.

(c) The Kentucky Board of Education shall adopt administrative regulations incorporating written guidelines for a local school district to follow in developing, implementing, and revising the evaluation system and shall require the following:

1. All evaluations of certified employees below the level of the district superintendent shall be in writing on evaluation forms and under evaluation procedures developed by a committee composed of an equal number of teachers and administrators;

2. The immediate supervisor of the certified school employee shall be designated as the primary evaluator. At the request of a teacher, observations by other teachers trained in the teacher's content

area or curriculum content specialists may be incorporated into the formative process for evaluating teachers;

3. All monitoring or observation of performance of a certified school employee shall be conducted openly and with full knowledge of the employee;

4. Evaluators shall be trained, tested, and approved in accordance with administrative regulations adopted by the Kentucky Board of Education in the proper techniques for effectively evaluating certified school employees and in the use of the school district evaluation system;

5. The evaluation system shall include a plan whereby the person evaluated is given assistance for professional growth as a teacher or administrator. The system shall also specify the processes to be used when corrective actions are necessary in relation to the performance of one's assignment; and

6. The training requirement for evaluators contained in subparagraph 4. of this paragraph shall not apply to district board of education members.

(4) A local district may request from the Kentucky Department of Education a waiver from the guidelines and administrative regulations promulgated by the Kentucky Board of Education as required in subsection (3)(c) of this section in order to implement an alternative evaluation plan for employees on continuing contracts. The department shall grant a waiver if the alternative plan provides for a three (3) phase certified employee evaluation plan that includes:

(a) Phase One: Evaluation for Professional Growth.

1. Evaluation is based on a wide array of relevant sources and directed toward general and specific recommendations for improvement; and

2. Evaluation does not include documentation that might adversely affect employment status.

(b) Phase Two: Transition.

1. Evaluation is for the purpose of intensive scrutiny of job performance;

2. Evaluation includes documentation that may lead to adverse employment decisions;

3. Assistance and support for improvement shall be provided by the school district; and

4. Placement of an individual in the transition phase shall not be subject to appeal, but the employee shall be notified of the decision in writing.

(c) Phase Three: Evaluation for Deficiency.

1. Notwithstanding KRS 161.760, written notice of potential termination, reduction of direct classroom responsibility, or other adverse actions and conditions for job retention are given the employee;

2. A clear time frame for proposed actions is provided the employee; and

3. The summative evaluation is subject to appeal.

An alternative plan for the evaluation of certified personnel shall be proposed to the Kentucky Department of Education if the local district evaluation committee is in support of the plan. Training necessary to implement the alternative plan shall be provided to the principals, supervisory personnel, and the employees to be evaluated. The local district shall provide support to implement the plan. The department shall provide technical assistance to districts wishing to develop alternative evaluation plans.

(5) The Kentucky Board of Education shall establish an appeals procedure for certified school employees who believe that the local school district failed to properly implement the approved evaluation system. The appeals procedure shall not involve requests from individual certified school employees for review of the judgmental conclusions of their personnel evaluations.

(6) The local board of education shall establish an evaluation appeals panel for certified personnel that shall consist of two (2) members elected by the certified employees of the district and one (1) member appointed by the board of education who is a certified employee of the board. Certified employees who think they were not fairly evaluated may submit an appeal to the panel for a timely review of their evaluation. In districts that have adopted an alternative evaluation plan under

subsection (4) of this section, the appeal shall only apply to the summative evaluation of Phase Three.

(7) Local school districts with an enrollment of sixty-five thousand (65,000) or more students shall have an evaluation system but shall be exempt from procedures or processes described in this section as long as the plan meets the standards established by the Kentucky Board of Education for local school district evaluation systems. The local plan shall include an appeals process for employees who believe they were not fairly evaluated.

(8) Between July 15, 2000, and June 30, 2001, each school district shall review its local evaluation system to assure that the system is working effectively and to make changes to improve its system.

(9) Beginning with the 2001-2002 school year, and in subsequent years, the Kentucky Department of Education shall annually provide for on-site visits by trained personnel to a minimum of fifteen (15) school districts to review and ensure appropriate implementation of the evaluation system by the local school district. The department shall provide technical assistance to local districts to eliminate deficiencies and to improve the effectiveness of their evaluation systems. The department may implement the requirement in this subsection in conjunction with other requirements, including, but not limited to, the scholastic audit process required by KRS 158.6455.

Effective: July 14, 2000

History: Created 2000 Ky. Acts ch. 527, sec. 4, effective July 14, 2000.

Kentucky Administrative Regulations

TITLE 704

EDUCATION, ARTS, AND HUMANITIES CABINET KENTUCKY BOARD OF EDUCATION DEPARTMENT OF EDUCATION OFFICE OF LEARNING PROGRAMS DEVELOPMENT

704 KAR 3:345. Evaluation guidelines.

RELATES TO: KRS 156.557

STATUTORY AUTHORITY: KRS 156.070, 156.557(3)(c)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.557(3)(c) requires the Kentucky Board of Education to develop written guidelines for local school districts to follow in developing and implementing an evaluation system for certified employees. This administrative regulation establishes the requirements for the evaluation programs and policies of local school districts.

Section 1. Definitions. (1) "Administrator" means a certified staff person who devotes the majority of his employed time to service in a position for which administration certification is required by the Education Professional Standards Board in 704 KAR Chapter 20.

(2) "Conference" means a meeting involving the evaluator and the certified employee being evaluated for the purposes of providing feedback from the evaluator, analyzing the results of an observation or observations and other information to determine accomplishments and areas for growth leading to establishment or revision of a professional growth plan.

(3) "Evaluation" means:

(a) The process of assessing or determining the effectiveness of the performance of the certified employee in a given teaching and learning or leadership and management situation, and based on predetermined criteria, through periodic observation and other documentation including a portfolio, peer review, product or performance; and

(b) The establishment and monitoring of a professional growth plan.

(4) "Formative evaluation" is defined by KRS 156.557(3)(b)1.

(5) "Indicators" means measurable or observable behaviors and outcomes that demonstrate performance criteria.

(6) "Job category" means a group or class of positions with closely related functions (e.g., principal, coordinator, director).

(7) "Observation" means a process of gathering information in the performance of duty, based on predetermined criteria in the district plan.

(8) "Other support staff" means certified staff other than teacher or administrator.

(9) "Performance criteria" means performance areas, skills, or outcomes on which the certified employee shall be evaluated based on position and the district plan.

(10) "Position" means a professional role in the school district (e.g., teacher, secondary principal, supervisor of instruction).

(11) "Professional growth plan" means an individualized plan that includes:

(a) Goals for enrichment and development that are established by the person being evaluated with the assistance of an evaluator;

(b) Objectives, a plan for achieving the objectives, and a method for evaluating success; and

(c) Alignment with the specific goals and objectives of the school improvement plan or the district improvement plan; and

(d) Identification of school and district resources within available funds to accomplish the goals.

(12) "Standards of performance" means acceptable qualitative or quantitative level of performance expected of effective teachers or administrators.

(13) "Summative evaluation" is defined by KRS 156.557(3)(b)2.

(14) "Teacher" means a certified staff person who directly instructs students.

Section 2. Each local school district shall have an evaluation plan and procedures approved by the Kentucky Department of Education. Approval of the plan and procedures shall be for the purpose of certification as to the compliance of each specific school district's evaluation plan with the guidelines established in this administrative regulation.

Section 3. The local school district shall have a written policy for the evaluation of all certified employees consistent with KRS 156.557.

Section 4. (1) An evaluation committee consisting of equal numbers of teachers and administrators shall develop evaluation procedures and forms for certified positions below the level of the district superintendent. The superintendent's evaluation process shall be developed and adopted by the local board of education. The evaluation procedures and forms shall be designed to foster professional growth and to support individual personnel decisions.

(2) The procedures shall provide for both formative evaluation and summative evaluation and shall include the following elements:

(a) The immediate supervisor of the certified school employee shall be designated the primary evaluator. Additional trained administrative personnel may be used to observe and provide information to the primary evaluator. If requested by the teacher, observations by another teacher trained in the teacher's content area or by curriculum content specialists shall be provided. The selection of the third-party observer shall, if possible, be determined through mutual agreement by evaluator and evaluatee. A teacher who exercises this option shall do so, in writing to the evaluator, by no later than February 15 of the academic year in which the summative evaluation occurs. If the evaluator and evaluatee have not agreed upon the selection of the third-party observer within five (5) working days of the teacher's written request, the evaluator shall select the third-party observer.

(b) The monitoring or observations of performance of a certified employee shall be conducted openly and with the full knowledge of the teacher or administrator. The local district may determine the length and frequency and nature of observations conducted by an evaluator.

(c) The evaluation system shall include a professional growth plan for all certified personnel below the level of superintendent aligned with specific goals and objectives of the school improvement plan or the district improvement plan and shall be reviewed annually.

(d) The evaluation process developed for the local superintendent by the local board of education shall include provisions for assistance for professional growth of the superintendent, pursuant to KRS 156.111.

(e) Evaluation shall include a formative evaluation conference between the evaluator and the person evaluated within one (1) work week following each observation. In addition, the summative evaluation conference shall be held at the end of the evaluation cycle and include all evaluation data.

(f) Evaluation with multiple observations shall occur annually for each non-tenured certified employee. The formative data collected during the beginning teacher internship period may be utilized in summative evaluation of the intern.

(g) Multiple observations shall be conducted with a tenured, certified employee whose observation results are unsatisfactory.

(h) Summative evaluation shall occur a minimum of once every three (3) year period for each tenured teacher.

(i) Summative evaluation shall occur annually for an administrator.

(j) The evaluation of a certified employee below the level of the district superintendent shall be in writing on an evaluation form developed pursuant to subsection (1) of this section and become a part of the official personnel record.

(k) The observations shall include documentation of information to be used in determining the performance of the evaluatee.

(l) The evaluation system shall provide an opportunity for a written response by the evaluatee and the response shall become a part of the official personnel record.

(m) A copy of the evaluation shall be provided to the evaluatee.

Section 5. (1) The evaluation form shall include a list of performance criteria characteristic of effective teaching or administrative practices. Under each criterion, specific descriptors or indicators that can be measured or observed and recorded shall be listed. Additionally, standards of performance shall be established for each criterion. The performance criteria shall include those that apply to the employee being evaluated and that are identified within KRS 156.557(2).

(2) The evaluation criteria and process used to evaluate certified school personnel shall be explained to and discussed with certified school personnel no later than the end of the first month of reporting for employment for each school year. Amendments approved by the Kentucky Department of Education to local systems of certified personnel evaluation that occur after the end of the certified employees' first school month shall not apply to the employee until the following school year.

(3) An evaluation form or instrument shall be specific for each position or job category. Other forms for observation and pre- and post-conferences may be used at the discretion of the local district.

Section 6. (1) The primary evaluator, with the exception of a district board of education member, shall be trained, tested, and approved as an evaluator by the Kentucky Department of Education.

(2) Training shall:

(a) Include skill development in the use of the local evaluation process. Each local district shall conduct this training;

(b) Include skill development in the identification of effective teaching and management practices, effective observation and conferencing techniques, establishing and assisting with a certified employee professional growth plan, and summative evaluation techniques relative to the academic expectations in 703 KAR 4:060. This training shall be conducted by a provider who has been approved by the Kentucky Department of Education as a trainer for the Instructional Leadership Improvement Program;

(c) Be provided by the Kentucky Department of Education for all new administrators who are designated as evaluators. Other administrators who have not received training in the skill areas listed in paragraph (b) of this subsection may participate also; and

(d) Be approved as a part of the evaluation plan and procedures submitted to the Kentucky Department of Education.

(3) Testing shall:

(a) Include a cognitive test of research-based and professionally accepted teaching and management practices and effective evaluation techniques listed in subsection (2)(b) of this section; and

(b) Be conducted by the Kentucky Department of Education or an individual or agency approved by the Kentucky Department of Education.

(4) Initial approval as an evaluator shall be issued by the Kentucky Department of Education upon completion of the required evaluation training program and successful completion of testing.

(5)(a) Continued approval as an evaluator shall be contingent upon the completion of a minimum of twelve (12) hours of evaluation training every two (2) years.

(b) This training shall be in any one, or a combination, of the following skill areas:

1. Use of the local evaluation process;

2. Identification of effective teaching and management practices;

3. Effective observation and conferencing techniques;

4. Establishing and assisting with certified employee professional growth plans;

5. Summative evaluation techniques; or

6. Completion of training or update training in the Kentucky Teacher Internship Program in 704 KAR 20:690 or Kentucky Principal Internship Program in 704 KAR 20:470 not to exceed six (6) hours per two (2) year cycle.

(6) Each local district shall designate a contact person responsible for monitoring evaluation training and implementing the evaluation plan.

Section 7. For an appeal to the local evaluation appeals panel, each local evaluation plan shall provide for the following:

(1) Right to a hearing as to every appeal;

(2) Opportunity reasonably in advance of the hearing for the evaluator and evaluatee to adequately review all documents that are to be presented to the evaluation appeals panel; and

(3) Right to presence of evaluatee's chosen representative.

Section 8. (1) The local board of education shall review as needed the evaluation plan to ensure compliance with KRS 156.557 and this administrative regulation.

(2) If a substantive change is made to the evaluation plan, the local board of education shall utilize the evaluation committee, as provided for in Section 4(1) of this administrative regulation, in formulating the revision.

(3) Examples of substantive change shall include a change in:

- (a) Cycle;
- (b) Observation frequency;
- (c) A form; or
- (d) An appeal procedure.

(4) A revision to the plan shall be reviewed and approved by the local board of education and submitted to the Kentucky Department of Education for approval.

Section 9. (1) A certified employee who feels that the local district is not properly implementing the evaluation plan according to the way it was approved by the Kentucky Department of Education shall have the opportunity to appeal to the Kentucky Board of Education.

(2) The appeal procedures shall be as follows:

(a) The Kentucky Board of Education shall appoint a committee of three (3) state board members to serve on the State Evaluation Appeals Panel. Its jurisdiction shall be limited to procedural matters already addressed by the local appeals panel required by KRS 156.557(5). The panel shall not have jurisdiction relative to a complaint involving the professional judgmental conclusion of an evaluation, and the panel's review shall be limited to the record of proceedings at the local district level.

(b) No later than thirty (30) days after the final action or decision at the local district level, the certified employee may submit a written request to the chief state school officer for a review before the State Evaluation Appeals Panel. An appeal not filed in a timely manner shall not be considered. A specific description of the complaint and grounds for appeal shall be submitted with this request.

(c) A brief, written statement, and other document which a party wants considered by the State Evaluation Appeals Panel shall be filed with the panel and served on the opposing party at least twenty (20) days prior to the scheduled review.

(d) A decision of the appeals panel shall be rendered within fifteen (15) working days after the review.

(e) A determination of noncompliance shall render the evaluation void, and the employee shall have the right to be reevaluated. (11 Ky.R. 1107; Am. 1268; eff. 3-12-85; 12 Ky.R. 1638; 1837; eff. 6-10-86; 15 Ky.R. 1561; 1849; eff. 3-23-89; 17 Ky.R. 116; eff. 9-13-90; 19 Ky.R. 515; 947; 1081; eff. 11-9-92; 20 Ky.R. 845; eff. 12-6-93; 23 Ky.R. 2277; 2732; eff. 1-9-97; 27 Ky.R. 1874; 2778; eff. 4-9-2001.)

